



Policy: 4410
Procedure: 4410.03
Chapter: Education
Rule: Education Superintendent
Duties

Effective: 7/30/08
Replaces: 1009
Dated: 10/01/1994

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Education Superintendent supervises agency education programs in accordance with applicable state and federal education laws and rules.

Rules:

1. The **EDUCATION SUPERINTENDENT** shall:
 - a. Approve the following for ADJC secure care schools' vocational and academic courses:
 - i. Curricula;
 - ii. Basic daily schedule;
 - iii. School calendar;
 - iv. Grading systems;
 - v. Teacher in-service training;
 - vi. Educational grants and contracts; and
 - vii. Personnel needs.
 - b. Provide or secure technical assistance services from within or outside the agency for identified problems (of programs or individual juveniles) in the educational area;
 - c. Develop long-range and short-range objectives for agency education services and measure progress toward achieving those objectives;
 - d. Represent agency educational functions in appropriate meetings within and outside the agency;
 - e. Serve as primary ADJC liaison with public schools and the Department of Education, coordinating all reports required by the Department of Education;
 - f. Ensure that ADJC's special education child-centered education process meets the needs of all handicapped juveniles through services provided in ADJC school programs or by contracting for these services;
 - g. Recommend and coordinate approved legislative and special grant requests pertaining to education matters;
 - h. Recommend the selection of ADJC school principals to the ADJC Director; and
 - i. Provide and organize the secure care schools' library program, including acquisition of materials, hours of availability, and staffing.

Signature Date

4/14/08

Approved by Process Owner

Patrick J. Jeske
Dr. Patrick Jeske, Ph.D., Education Superintendent

Effective Date

7/30/08

Approved by

Michael D. Branham
Michael D. Branham, Director